

Table 5.6.3

FUNCTION: Corporate Support Services			
SUB-FUNCTION: Corporate Secretariat (Secretarial Services)			
REPORTING LEVEL	DETAIL		
OVERVIEW	Rendering a secretariat service to the Council and its various committees		
DESCRIPTION OF ACTIVITY	<ul style="list-style-type: none">• Process reports and items for the agendas of meetings• Prepare agendas for meetings• Take minutes of meetings and process the minutes thereafter• Print agendas and minutes and deliver the minutes and agendas• Assist with the recording of disciplinary and other hearings		
ANALYSIS OF FUNCTION	Number and cost to employer of personnel:	Total	Cost
	Professional (Directors/Managers)	1	R281,612.86
	Field (Supervisors/Foremen)	0	R0
	Office (Clerical/Administration)	22	R3,783,108.53
	Non-professional (blue collar, outside workforce)	17	R1,582,995.65
	Temporary	1	R17,674.36
	Contract	0	R0
	Total operating cost of Corporate Secretariat & Legal function		R8,840,355
	COUNCIL MEETINGS: 2008/2009		
	Date		Type of meeting
	1 September 2008		Special
	30 October 2008		Special
	20 November 2008		Special
3 December 2008		Ordinary	
9 January 2009		Special	
23 January 2009		Special	
6 February 2009		Special	
26 February 2009		Special	
31 March 2009		Special	
29 May 2009		Special	
9 July 2009		Ordinary	

SUB-FUNCTION: Corporate Secretariat (Secretarial Services)
REPORTING LEVEL
DETAIL
ANALYSIS OF FUNCTION
PORTFOLIO COMMITTEE MEETINGS: 2008/2009
Electrical, Water & Gas

Jul 08	Aug 08	Sept 08	Oct 08	Nov 08	Feb 09	March 09	April 09	May 09	June 09
x	✓	✓	✓	✓	✓	x	x	x	✓

Housing, Spatial Planning, Transport, Roads, Storm Water & Public Works

Jul 08	Aug 08	Sept 08	Oct 08	Nov 08	Feb 09	March 09	April 09	May 09	June 09
✓	x	✓	✓	x	✓	x	x	x	x

LED & Tourism

Jul 08	Aug 08	Sept 08	Oct 08	Nov 08	Feb 09	March 09	April 09	May 09	June 09
✓	✓	✓	✓	✓	✓	✓	x	✓	x

SRACH & LIS

Jul 08	Aug 08	Sept 08	Oct 08	Nov 08	Feb 09	March 09	April 09	May 09	June 09
✓	✓	✓	✓	✓	✓	x	✓	x	✓

Health & Environment

Jul 08	Aug 08	Sept 08	Oct 08	Nov 08	Feb 09	March 09	April 09	May 09	June 09
✓	✓	✓	✓	x	✓	x	✓	x	✓

Public Safety & Security

Jul 08	Aug 08	Sept 08	Oct 08	Nov 08	Feb 09	March 09	April 09	May 09	June 09
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Corporate Support Services

Jul 08	Aug 08	Sept 08	Oct 08	Nov 08	Feb 09	March 09	April 09	May 09	June 09
✓	✓	✓	✓	x	x	x	x	x	x

Finance

Jul 08	Aug 08	Sept 08	Oct 08	Nov 08	Feb 09	March 09	April 09	May 09	June 09
✓	x	x	✓	✓	✓	x	x	✓	✓

* In cases where the Section 80 Committee meetings could not take place, items were forwarded to the Executive Mayor for approval in terms of delegated powers.

Meetings for March and April was affected through National Elections, Easter holidays and Labour Action during these months. In certain instances meetings scheduled for specific months were carried over to later dates.

Table 5.6.4

FUNCTION: Corporate Support Services								
SUB-FUNCTION: Corporate Secretariat (Legal Services)								
REPORTING LEVEL	DETAIL							
OVERVIEW	The provision of a legal service function to the municipality, including assistance with general legal compliance, legal opinions and contracts as well as the management of Council property.							
DESCRIPTION OF ACTIVITY	<ul style="list-style-type: none"> ▲ Provide a legal support system to the whole Council; ▲ Compiling reports of a legal nature for submission to the Council and other committees; ▲ Supplying legal comments on some reports to the Council and committees; ▲ Compiling and perusing of agreements such as deeds of sale, lease agreement, loan agreements and service agreements; ▲ Handling, perusing and creating correspondence ▲ Control over and interpretation of legislation; ▲ Attending meetings whenever necessary; ▲ Studying the relevant agendas ▲ Dealing with problems raised by the general public; ▲ Writing legal opinions ▲ Compiling by-laws, regulations and other legislation ▲ Keeping record of the Council's properties ▲ Assisting with the sale and purchase and lease of Council property ▲ Giving instructions to the Council's Valuers ▲ Instructing attorneys on behalf of the Council ▲ Registering servitudes ▲ Executing Council resolutions ▲ Assisting the Town Planning Tribunal ▲ Assisting with serious disciplinary hearings as either prosecutor or chairperson ▲ Acting as secretary for the Valuation Board ▲ Assist where necessary to ensure legal compliance by the various departments 							
ANALYSIS OF FUNCTION	<p>Applications for Marches for 2008/2009 in terms of the Regulation of Gatherings Act, 1993 (Act No 205 of 1993)</p> <table border="1"> <thead> <tr> <th>Date of gathering/march</th><th>Applicant</th><th>Comments</th></tr> </thead> <tbody> <tr> <td>5 June 2008</td><td>CSACP</td><td>Application for a march from Khutsong Stadium to SAPS Khutsong 5 June 2008 Planning meeting took place on 30 May 2008 and the march was approved.</td></tr> </tbody> </table>		Date of gathering/march	Applicant	Comments	5 June 2008	CSACP	Application for a march from Khutsong Stadium to SAPS Khutsong 5 June 2008 Planning meeting took place on 30 May 2008 and the march was approved.
Date of gathering/march	Applicant	Comments						
5 June 2008	CSACP	Application for a march from Khutsong Stadium to SAPS Khutsong 5 June 2008 Planning meeting took place on 30 May 2008 and the march was approved.						

SUB-FUNCTION: Corporate Secretariat (Legal Services)**REPORTING LEVEL****DETAIL****ANALYSIS OF FUNCTION**

Applications for Marches for 2008/2009 in terms of the Regulation of Gatherings Act, 1993 (Act No 205 of 1993)

Date of gathering/march	Applicant	Comments
13 June 2008	SACP	Application to march from Oberholzer Taxi Rank to Carletonville Civic Centre and Financial Institutions (FNB) to deliver a memorandum to Education Department and to the Financial Institutions. Planning meeting scheduled for 5 June 2008. Application was approved.
6 June 2008	DA	March from Piet Viljoen Park to the area where the slime dam is intended. Planning meeting on 5 June 2008. Application was approved.
28 August 2008	Kokosi Women's Organization	Action against continuous rapes over three weeks. From Popo Molefe Stadium to the SAPS Station. Planning meeting on 25 August 2008. The application was approved.
13 September 2008	Zanele Mtshali Disability Home	Awareness campaign on disabled persons. March from the SAPS Station in Khutsong to the old clinic in Khutsong on Saturday 13 September between 07:30 and 16:00. Planning meeting on 4 September 2008. The application was approved.
25 September 2008	SACP	Application for a march from Oberholzer Taxi Rank to Carletonville Hospital to hand over a memorandum to the Director of the Hospital. The application was approved on 18 September 2008.
20 September 2008	PAYCA	Application received from Pan African Youth Congress of Azania to close a portion between 990 and 986 Nxumalo Street Khutsong and wash cars in a fundraising campaign. The application was approved on 18 September 2008.
3 October 2008	ANC Youth League	Application for a march from Khutsong Stadium to Municipal building in Halite Street Carletonville to hand over a memorandum to the Speaker of the Merafong City Local Municipality. The application was approved on 26 September 2008.

SUB-FUNCTION: Corporate Secretariat (Legal Services)

REPORTING LEVEL	DETAIL		
ANALYSIS OF FUNCTION	Date of gathering/march	Applicant	Comments
	1 December 2008	Merafong City HIV & AIDS Section	Application for a fun walk from Ben Shibari Street Kokosi to the Popo Molefi Stadium in Kokosi. Planning meeting was scheduled for 29 October 2008 and the application was approved.
	5 November 2008	NUM	Application to hand over a memorandum to the Driefontein mine management. 5000 local NUM members will walk from the bridge next to the Training Centre to the management office at Driefontein to hand over a memorandum. Planning meeting was scheduled for 29 October 2008 and the application was approved.
	17 December 2008	SACP Women's League	Application for a SACP Women's League Planning meeting was scheduled for 15 December 2009 and the application was approved.
	6 February 2009	SACP	Application for a march to hand over a memorandum to the MEC for Local Government and the MEC for Health. Planning meeting was scheduled for 29 January 2009 and the application was approved.
	27 May 2009	SAPS	Application for a SAPS Children awareness action. The application was approved.
	29 May 2009	MDF	Application for a march to hand over a memorandum to the Municipality. Planning meeting was scheduled for 25 May 2009. The application was approved
	31 May 2009	SACP (Youth League)	Application for a gathering at Khutsong Stadium to celebrate the re-incorporation of Merafong City into Gauteng. Planning meeting was scheduled for 27 May 2009.
	18 June 2009	Old Age Forum	Application for a march to hand over a memorandum to the Magistrate, Fochville. Planning meeting was scheduled for 11 June 2009. The application was approved

Table 5.6.5

FUNCTION: Corporate Support Services	
SUB-FUNCTION: Corporate Secretariat (Record Services)	
REPORTING LEVEL	DETAIL
OVERVIEW	<p>The record section is responsible for all incoming and outgoing postal items as well as the filing system of the Council.</p> <p>The new Merafong City Local Municipality need a totally new filing index and this is in the process of being completed.</p> <p>A total investigation with regard to the utilization of available storage space is also being investigated.</p> <p>Electronic record system to cater for the capture of all incoming and outgoing correspondence in pursuit of proper data capturing of the records in the municipality.</p> <p>This also will ease the task of prompt departmental communication with the public.</p>

Table 5.6.6

FUNCTION: Corporate Support Services			
SUB-FUNCTION: Corporate Communication & Marketing			
REPORTING LEVEL	DETAIL		
OVERVIEW	<p>The Section: Corporate Communication and Marketing has the following fields of responsibility:</p> <ul style="list-style-type: none"> • Communication • Marketing, PRO and Events Management • Mayoral Special Projects • Call and Contact Centre Services 		
ANALYSIS OF ACTIVITY	Number and cost to employer of personnel:	Total	Cost
	Professional (Directors/Managers)	1	R731,227.22
	Field (Supervisors/Foremen)	0	R0
	Office (Clerical/Administration)	4	R662,351.79
	Non-professional (blue collar, outside workforce)	0	R0
	Temporary	0	R0
	Contract	0	R0
	<p>Communication</p> <p>During the year the challenge in the communication sub-section continued with no personnel appointed in the said sub-section.</p> <p>During the year under discussion the Intranet Platform of Council was again replaced with a new system. This system will form the basis for the Council's intended implemented of a local e-governance system. The new software on which the system is running provided large challenges in order to learn the system and to load information on the system.</p>		
	<p>Marketing, PRO and Events Management</p> <p>The execution of the responsibilities of the Marketing, PRO and Events Management sub-section was also a challenge due to the fact that only one low level position is filled.</p> <p>Marketing actions was mainly done in support of the LED section as in previous years. This includes the identification of potential developers, assistance with development initiatives and the identification of competitive advantages within the municipality with regard to investment and development. An advertorial was done in the year in the Top 300 Companies Magazine.</p>		

SUB-FUNCTION: Corporate Communication & Marketing

REPORTING LEVEL

DETAIL

ANALYSIS OF FUNCTION

Marketing, PRO and Events Management (Cont.)

Electronic advertising was again restricted due to resources. Some advertising was done in terms of the Council Intranet and Internet. The focus of this advertising was mainly Council Special Projects.

The filling of the leadership posts in the sub-section is essential if the service delivery potential of the section.

The section was able to render assistance in various events run by departments and sections during the year. The Section was able to brand the majority of Council events and provided assistance in events planning and execution.

The following is a list of events executed in Council:

DATE	EVENT	VENUE
03/07/08	Memorial Services: Nomvula Sihile (EMS)	Carletonville Civic Centre
05/07/08	Public Participation Summit	Carletonville Civic Centre
09/07/08	Dialogue briefing Session Premier Edna Molewa: Moral Regeneration	Mmbatho
10/07/08	Memorial Service (3 Officials)	Carletonville Civic Centre
12/07/08	Fundraising Golf day: JP Grobler	Goldfields Golf Course
18/07/08	Award Ceremony: Section Waste	Rooipoort Dumping Site
19/07/08	Funeral Service: Koel Mosala (Public Safety)	Khutsong Community Hall
22/07/08	Induction President Rotary: Fundraising for Exchange Student Programme	Fidlers, Carletonville
24/07/08	Revival of Forum Meetings	Molatlhegi Hall, Kokosi
25/07/08	Boxing Tournament	Wedela Technical High School
28/07/08	Revival of Forum Meetings	Greenspark Community Hall
29/07/08	Revival of Forum Meetings	Khutsong Community Hall
30/07/08	Revival of Forum Meetings	Carletonville Civic Centre
31/07/08	Memorial Services: S Rakomane	Kokosi Community Hall
31/07/08	Revival of Forum Meetings	Wedela Community Hall
06/08/08	Annual Community Awards Launch	New Council Chambers
09/08/08	Mayoral Women's Golf Day	Blyvoor Golf Course

MAYORAL WOMEN'S GOLF DAY



SUB-FUNCTION: Corporate Communication & Marketing

REPORTING LEVEL	DETAIL		
ANALYSIS OF FUNCTION	DATE	EVENT	VENUE
	22/08/08	North West University Golf Day	Blyvoor Golf Course
	22/08/08	Family Literacy meeting	Carletonville Library
	28/08/08	Women's Day celebrations (Employees)	Municipal Lapa
	02/09/08	Zone VI U/20 Games: Gala Dinner	Madiba Hall Potchefstroom
	04/09/08	Arbor Day	Sport Complex
	05/09/08	Family Literacy Programme	Carletonville Civic Centre
	19/09/08	Pre-School Dance Competition	Carletonville Civic Auditorium
	21-29/09/08	SAIMSA Municipal Games	Kimberley
	24/09/08	Heritage Day	Carletonville Civic Centre
	30/9/08-04/10/08	Aardklop Festival	Potchefstroom
	01/10/08-02/10/08	Ward Committee Bosberaad	Kokosi Community Hall
	03/10/08	International Translation Day Celebrations	Taung Depot Hall
	08/10/08	Career Dress Up: Toko Guest Speaker	Greenspark Primary School
	09/10/08	Memorial Service: Serame Tau	Carletonville Civic Centre
	09/10/08	Memorial Service: Jacob Phage	Khutsong Community Hall
	14/10/08	Visit Learners involved accident after Matric Farewell	Potchefstroom Hospital & Medi City Hospital
	15/10/08	Merafong Contractors Forum	Carletonville Civic Centre
	17/10/08	Visit deceased learners's families & deliver cheque to families	Merafong area
	18/10/08	Mass funeral service & burial of learners from Carleton Jones High School	Carletonville Civic Centre
	20/10/08	Funeral preparations for Andile Makapela: Badirile High School	Khutsong
	21/10/08	Visit families of Andile Makapela & draft programme. Visit learners still in hospital	Khutsong
	22/10/08	Senior Citizen programme	Greenspark Community Hall
	22/10/08	SAPS & Dept Justice Soccer Day	Wonderfontein High School
	23/10/08	Zone VI Games Preparatory meeting	Potchefstroom
	23/10/08	Memorial Service: Andile Makapela	Khutsong Community Hall
	30/10/08	Memorial Service: Moses Makhubu	Carletonville Civic Centre

MASS FUNERAL SERVICE & BURIAL OF LEARNERS FROM CARLETON JONES HIGH SCHOOL



SUB-FUNCTION: Corporate Communication & Marketing

REPORTING LEVEL	DETAIL		
ANALYSIS OF FUNCTION	DATE	EVENT	VENUE
	31/10/08	SAPS/Dept Justice: Soccer Day	Wonderfontein H/S, Carletonville
	01/11/08	Carletonville High School Golf Day	Blyvooruitsig Golf Course
	07/11/08	Grade 9 Farewell: Letsatsing Intermediate School	Carletonville Civic Centre
	13/11/08	Memorial Service: RM Tselane	Carletonville Sport Complex
	22-30/11/08	North West Mega Expo	Mafikeng
	01/12/08	Ministerial Visit	New Council Chambers, Khutsong Stadium & Mun Lapa
	01/12/08	World Aids Day	Popo Molefe Stadium Kokosi
	03/12/08	Women of the Year 2008 Awards Ceremony	Carletonville Civic Centre
	05/12/08	Orphans & Heartbeat Centres Christmas party	Rudo HBC, Kokosi
	18/12/08	Mayoral Learner Assistance Programme	Plot 9, Water's Edge, Carletonville
	04/01/09-09/01/09	Sponsorship: Joseph Dithipe from Khutsong: Attended 17 th International Youth Leadership Conference	Prague, Czech Republic
	05/01/09	Visa for Exchange Student: Kekeletso	Canadian Embassy, Pretoria
	06/01/09	Visit Exchange Student: Pontsho	Hillshaven, Westonaria
	07/01/09	Collect Visa for Exchange Student: Dineo	Johannesburg
	07/01/09	Memorial Service: Maria Tsimane	Carletonville Civic Centre
	08/01/09	Memorial Service: Cllr Mxabano	Wedela Community Hall
	12/01/09	Collect Visa Exchange Student: Pontsho	Brazilian Embassy, Pretoria
	14/01/09	Memorial Service: Sr S T Sambo	Carletonville Civic Centre
	16/01/09	Send Off & Welcoming Youth Ambassador: J Dithipe	New Council Chambers
	17/01/09	Transporting Exchange Student: Pontsho	OR Tambo, Johannesburg
	17/01/09	Transporting Exchange Student: Dineo	OR Tambo, Johannesburg
	23/01/09	Welcoming & Send Off: Student Exchange Youth Ambassadors	Yellowstone Spur, Carletonville
	29/01/09-30/01/09	Medical Check-up Exchange Student: Kekeletso	Pretoria
	04/02/09	Memorial Service: Cllr T Mokapela	Khutsong Community Hall
	06/02/09	Special Council Meeting	New Council Chambers C/ville

NATIONAL MOTHER TONGUE CELEBRATION PROGRAMME



SUB-FUNCTION: Corporate Communication & Marketing

REPORTING LEVEL	DETAIL		
ANALYSIS OF FUNCTION	DATE	EVENT	VENUE
	06/02/09	Funeral Service: Cllr T Mokapela	Carletonville Civic Centre
	23/02/09	Motivational Talk	Wedela High School
	26/02/09	Official Opening of Council – Meeting	New Council Chambers C/ville
	27/02/09	National Mother Tongue Celebration Programme	Wedela Community Hall
	28/02/09	West Rand Angling Club Open Fishing Competition	Klipdrift Dam
	05/03/09	Memorial Services: P Mathibe & M Sigwele	Khutsong Community Hall
	13/03/09	Language Policy Forum	New Council Chambers C/ville
	14/03/09	Transporting Junior Boxers for championships	(Randgate) Randfontein
	14/03/09	Transporting Exchange Student (Keke) to OR Tambo	Kempton Park
	25/03/09	Merafong Career Exhibition	Carletonville Civic Centre
	26/03/09	Transporting Councillors to Strat Planning Breakaway	Stoneenge, Parys
	28/03/09	Transporting Wedela Boxers to championships	(Randgate) Randfontein
	01/04/09	Memorial Service: Standley Mapoma (Finance)	Wedela Community Hall
	02/04/09	Memorial Service: S Yabo (Infrastructure)	Kokosi Community Hall
	03/04/09	Preparations: Mayoral Projects	Popo Molefe Stadium, Kokosi
	03/04/09	Memorial Service: Jonas Shongwe (Infrastructure)	Carletonville Civic Centre
	04/04/09	Handover Title Deeds (Mayoral Projects)	Popo Molefe Stadium, Kokosi
	05/04/09	Handover Title Deeds (Mayoral Projects)	Greenspark Community Hall
	06/04/09	Handover Title Deeds (Mayoral Projects)	Wedela Community Hall
	07/04/09	Handover Title Deeds (Mayoral Projects)	Sport Complex, Khutsong
	28/04/09	Bicycle Competition: Handover	Mayor's Parlour
	28/04/09	Merafong Tourism Association AGM	Carletonville Civic Centre
	28/04/09	Budget Consultative meeting	Kokosi Community Hall
	29/04/09	Budget Consultative meeting	Wedela Community Hall
	30/04/09	Budget Consultative meeting	Khutsong Community Hall
	02/05/09	MR & Miss Idealist Competition	Khutsong Community Hall
	04/05/09	Budget Consultative meeting	Carletonville Civic Centre
	09/05/09	Rocklands Primary Fundraising Golf Day	Blyvooruitsig Golf Course
	14/05/09	Budget Consultative meeting	Kokosi Community Hall

OFFICIAL OPENING OF COUNCIL



SUB-FUNCTION: Corporate Communication & Marketing**REPORTING LEVEL****DETAIL****ANALYSIS OF FUNCTION**

DATE	EVENT	VENUE
20/05/09	Annual Candle Light Memorial event	Khutsong Community Hall
21/05/09	Memorial Service: S Majama (Waste)	Carletonville Civic Centre
21/05/09	IDP Representative Forum	Carletonville Civic Centre
27/05/09	Preparations: Carletonville Winter Show	Sport Complex, Carletonville
28/05/09	Carletonville Winter Show	Sport Complex, Carletonville
29/05/09	Carletonville Winter Show	Sport Complex, Carletonville
30/05/09	Carletonville Winter Show	Sport Complex, Carletonville
04/06/09	2010 Projects: Road shows	Khutsong
05/06/09	2010 Projects: Road shows (COSAFA Games)	Popo Molefe Stadium, Kokosi
14/06/09	WRDM Organizers Confederation Cup Soccer Fan Park: All municipalities to participate	Greenhills Stadium, Randfontein
17/06/09	Harmony Hand over	Carletonville Library
17/06/09	WRDM Organizers Soccer Fan Park: All municipalities to participate	Greenhills Stadium Randfontein
18/06/09	World Elderly Abuse Awareness Day	Fochville Civic Centre
18/06/09	2 x Officials: Confederation Soccer Cup: Egypt vs Italy	Ellispark, Johannesburg
20/06/09	WRDM Organizers Soccer Fan Park: All municipalities to participate	Greenhills Stadium Randfontein
25/06/09	WRDM Organizers Confederation Cup Soccer Fan Park: All municipalities to participate: Semi- Finals	Greenhills Stadium Randfontein

Call and Contact Centres

During the 2006 Strategic Planning Session of Council it was decided that a Call and Contact Centre should be established for Council. This centre would be aimed at streamlining assistance to communities, reporting of services breakdowns, dissemination of information and performance monitoring.

The major challenges were the identification of systems to be used, operational procedures and suitable accommodation for such a facility. In the absence of funding for an operational system the Section: Information Technology is in the process of developing an in-house system for complaints management that will be intranet based.

Mayoral Special Projects

One Mayoral Special Project was executed during the year under discussion, namely the Mayoral Orphans Christmas Party. The original party catered for 120 children, but the number increased to 540 children.